

Initiation of Candidate Nomination Package

The notification should include the candidates' name, currently assigned project(s), project management experience, and certification level requested. Additionally, indicate preferred priority order for candidate certification if a request for certification of more than one candidate is submitted.

For establishing the requested certification level, it has been the Office of Science's (SC) practice to certify candidates to the certification level commensurate with the highest value Total Project Cost for an individual project if the candidate is managing multiple projects. Generally, Headquarters (HQ) candidates, unless they have extensive prior Federal Project Director (FPD) or FPD equivalent experience, will be certified at Level 1.

In general, there is no specific timeline that governs the duration of the certification process as described in this procedure. Initially, the schedules for FPD certification were driven by deadlines established in [DOE O 361.1, Change 2, Attachment 4](#), *Project Management Career Development Program Module*, and Departmental milestones established as part of the President's Management Agreement. As of the date of this procedure, the Certification Review Board (CRB) meets once a month to consider certification candidates.